



**ADOPT
-A-
PLACE**

**ADOPT-A-PLACE
NEIGHBORHOOD BEAUTIFICATION
PROGRAM**

Provided by:

Housing and Economic Development
Department

PACKET II

**TOGETHER
WE
CAN!**





Neighborhood
Beautification
Program

When everyone takes part everyone can take pride.

ADOPT-A-PLACE Supports individuals and organizations in the City of National City who want to take a more active role in the beautification of parks, streets, gateways, and public spaces.

OUR MISSION Is to increase awareness of our many public spaces & parks, encourage and recognize volunteer contributions and efforts and build community pride.

THE PROGRAM Is part of the National City Together We Can campaign encouraging individuals, businesses, community organizations and City Hall to work together in making National City cleaner, healthier, safer and more beautiful.



We're making National City Cleaner, Healthier, & Safer.

PROGRAM DETAILS

This program is intended for organizations or individuals that want to participate on a more regular basis to monitor and maintain a specific street or area of the city. Organizations sign up to clean a specific area of the city at least four (4) times per year. Adopted areas must be ½ a mile long or more. As part of the program, the city will provide a one-time training, cleanup supplies and help with coordinating trash pickup.

1. **Application Process.** The organization shall identify a representative(s) to serve as the primary contact person who will meet with Public Works and a Housing and Economic Development representative to review program requirements and identify the area(s) that the group would like to adopt. Provide Commercial General Liability Insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate covering all bodily injury and property damage arising out of its members'/employees' participation in the program. The organization will complete the "Adopt-a-Place Application" (A), the "Adopt-a-Place Agreement" (B), and the "Adopt-a-Place Indemnity Form – Group/Organization Form" (C), review "Safety Guidelines" (E), Complete "Signage Recognition" form (F) and identify an area no less than 1/2 a mile long from the "Preferred Areas" list (H). Organizations will be recognized via their name/logo on the permanent sign or banner for participation in the "Adopt-a-Place" program within thirty (30) days after the first cleanup and submitting their "Event Summary" (G).
2. **Collection Schedule.** The participant will provide the City with dates that litter collections will be held in order to track progress. Although litter collection is normally done away from traffic, advanced notification will allow the City to alert police and other City officials about the activity.
3. **Supplies.** Participants will receive a cleanup kit that includes safety vests, a broom, shovel, bags, gloves, dustpan, bucket and a litter-grabber. Since this is an ongoing effort, the organization is encouraged to reuse gloves and vests as much as possible.
4. **Disposal of Litter.** The City will identify with the organization specific locations where bagged litter will be placed for the City to promptly collect and dispose of after each collection event. Alternatively, the organization may arrange for small amounts of bagged litter to be set out for collection through the City's weekly residential trash collection program or at the organization or participant's place of business.
5. **Work Safely.** Participants must follow the guidelines listed on the "Adopt-a-Place Safety Guidelines" (E). The work of volunteers should be a positive experience, but dealing with trash and litter in public areas has risks. Since the safety of volunteers is crucial, the City urges participants to use common sense and care when participating in the "Adopt-a-Place" program.
6. **Report Results.** Reporting volunteer hours and the amount of material collected is a key part of measuring success. Organizations should complete and submit the "Adopt-a-Place Event Summary" (G) after each event.
7. **Leadership Changes & Discontinue Adoption.** The primary contact person must notify the City and update records if there is a leadership change. If the organization desires to discontinue the adoption, the primary contact person should notify representative from Housing and Economic Development and the agreement will be terminated.

ADOPT -A- PLACE

PROGRAM RECOGNITION

Public Recognition. Participating organizations will be recognized via their name/logo on a permanent sign or banner for participation in the “Adopt-a-Place” program within thirty (30) days after the first cleanup and submitting the “Event Summary” (G). The organization will also be publicly recognized by the Mayor at a reception prior to a City Council meeting.



ADOPT-A-PLACE AGREEMENT (B)

This Adopt-A-Place Agreement (“Agreement”), is entered into on this [insert day] day of [insert month], [insert year] by and between: the City of National City, 1243 National City Blvd., National City, CA 91950, a municipal corporation (hereinafter referred to as the “CITY”); [insert organization name], with its address at [insert organization address] hereinafter referred to as the “ORGANIZATION”.

WHEREAS, in order to clean CITY streets and public spaces of litter and to improve the environment, the CITY has established a beautification maintenance program known as “Adopt-a-Place” program (hereinafter referred to as PROGRAM) in which volunteer groups adopt a CITY street, or a portion thereof, or public area in order to pick up litter, monitor and maintain area; and

WHEREAS, ORGANIZATION desires to participate in the CITY PROGRAM and the CITY desires to provide certain materials and information to ORGANIZATION.

NOW, THEREFORE, THE PARTIES TO THIS AGREEMENT DO MUTUALLY AGREE AS FOLLOWS:

1. The above recitals are incorporated into the body of this Agreement.
2. ORGANIZATION adopts a CITY street, or portion thereof, or public area as set forth in the “Adopt-a-Place Application” (A), which is attached hereto and made a part hereof, for a period of one (1) year beginning on the date of this Agreement.
3. CITY will provide safety materials and an adequate number of gloves, safety vests, plastic trash bags and any additional equipment considered reasonable for cleanup as needed for use by ORGANIZATION.
4. ORGANIZATION will conduct safety orientation meetings to review, at a minimum, the “Adopt-a-Place Safety Guidelines” (E) which are attached hereto and incorporated by reference herein.
5. ORGANIZATION agrees to comply with the safety recommendations set forth in “Adopt-a-Place Safety Guidelines” (E).
6. CITY encourages ORGANIZATION to separate materials designated for recycling or special handling.
7. ORGANIZATION will conduct litter pick up a minimum of four (4) times per year.
8. ORGANIZATION will give CITY at least (1) month notice of any scheduled collection event.
9. ORGANIZATION will arrange with CITY to either pick up filled litter bags, dispose of bags with ORGANIZATION’S trash service, or dispose of bags at a volunteer’s residence that is serviced by the CITY’s residential trash contract.
10. CITY, at its cost, will provide, install, and maintain, a recognition sign or city banner noting the PROGRAM and ORGANIZATION’S name.
11. The content of the recognition signs described in Section 10 will be limited to no more than the organization’s name and or logo.
12. ORGANIZATION and its members or employees who participate in the CITY’S PROGRAM shall provide Commercial General Liability Insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate covering all bodily injury and property damage arising out of its members/employees’ participation in the PROGRAM. The policy shall name the CITY and its officers, officials, agents and employees as additional insureds, and a separate additional insured endorsement shall be provided. The general aggregate limit must apply solely to participation in the PROGRAM. The nature of this PROGRAM should be noted with specificity on an endorsement that shall be incorporated into the policy. The certificate of insurance must be attached to this Adopt-a-Place Indemnity Form – Group/Organization Form (C).

13. As a condition of participation in the PROGRAM, the above-referenced ORGANIZATION hereby agrees to defend, indemnify and hold harmless the CITY and its officers, employees, agents, and volunteers from and against any and all claims, demands, costs, losses, liability, or damages to property, injuries to or death of person or persons, and for all suits, actions, proceedings, attorneys' fees, and defense costs, of any kind or nature, including workers' compensation claims, of or by anyone whomsoever arising from, arising out of, or related to, the above-referenced ORGANIZATION'S use of public property; provided, however, that this indemnification and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of the CITY, its agents, officers, employees, or volunteers.
14. This Agreement supersedes any prior agreements, negotiations and communications, oral or written, and contains the entire agreement between the parties as to the subject matter hereof. No subsequent agreement, representation, or promise made by either party hereto, or by or to an employee, officer, agent or representative of any party hereto shall be of any effect unless it is in writing and executed by the party to be bound thereby.

Signature

Signature

City of National City Adopt-A-Place Coordinator

Adopt-A-Place Organization



ADOPT-A-PLACE INDEMNITY FORM – GROUP/ORGANIZATION FORM (C)

I have read every paragraph of the Policies and Procedures and the Safety Guidelines for the Adopt-a-Place Program. I understand that accidents and injuries can occur during my participation in the Adopt-a-Place Program. Knowing the risks, as presented in the Safety Guidelines, I agree to assume those risks and to release and to hold harmless all of the persons, groups or organizations mentioned below who, through negligence or carelessness, might otherwise be liable to me or my heirs or assigns for damages.

I hereby release the City of National City, and _____
(insert name of group/organization listed on Indemnity Form –Group/Organization Form (C) and their respective officers, employees, agents, and volunteers and waive all claims against them for personal injury (including death) and/or property damage, including such injury and/or damage incurred as a result of the negligence of any employee, agent, servant, or volunteer of the City of National City. I further understand and agree that this Release and Waiver shall be binding on my heirs and assigns.

Print Name	Address	Signature
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		

This form needs to be signed by each volunteer participating in the cleanup. All participants under the age of 18 must have a parent or guardian signature and fill out the Minor Release Waiver (D). The group leader should keep this original document. If any new volunteers participate during following cleanups and did not sign the original, have them sign an updated copy.



ADOPT-A-PLACE MINOR RELEASE WAIVER (D)

I, _____, parent/guardian/authorized supervisor of _____ acknowledge that I have read every paragraph of the Policies and Procedures and the Safety Guidelines for the Adopt-a-Place Program, and that I and my child understand the safety procedures contained in the contract. I acknowledge that I and my child are aware of the dangers associated with working on adopted areas. I consent to my child's participation in the Adopt-a-Place activities. I understand that accidents and injuries can occur during my participation or my child's participation in the Adopt-A-Place program. Knowing the risks, as presented in the Safety Guidelines, I agree to assume those risks and to release and to hold harmless all of the persons, groups or organizations mentioned below who, through negligence or carelessness, might otherwise be liable to me or my heirs or assigns for damages.

I hereby release the City of National City, and _____ (insert name of group/organization listed on Indemnity Form –Group/Organization Form (C) and their respective officers, employees, agents, and volunteers and waive all claims against them for personal injury (including death) and/or property damage, including such injury and/or damage incurred as a result of the negligence of any employee, agent, servant, or volunteer of the City of National City. I further understand and agree that this Release and Waiver shall be binding on my heirs and assigns.



ADOPT-A-PLACE SAFETY GUIDELINES (E)

The Adopt-a-Place Program promotes responsible behavior and a cleaner, more attractive City. All participants are asked to keep this goal in mind when conducting cleanups. Collecting trash and litter in a public area can pose safety hazards. The City requests that all volunteers adhere to the following recommendations and that the primary contact/leader review this information prior to beginning a collection event.

DON'T pick up litter in construction or maintenance sites.

DON'T pick up materials that appear to be hazardous (medical waste, sharps, blood borne materials, used motor oil, lead paint cans, propane cylinders used for outdoor grills, medicine boxes, masks, rubber gloves, drug-related paraphernalia, etc.).

DON'T pick up any firearms or explosive devices. If you find any items like this, please contact the National City Police Department at (619) 336- 4400.

DON'T do anything that will distract passing drivers, pedestrians or other volunteers.

DON'T participate in litter pickups while under the influence of drugs and/or alcohol.

DON'T wear music headsets that would prevent you from listening to your surroundings or distract you from communicating with others.

DON'T attach signs or miscellaneous items to your Adopt-a-Place sign.

DO wear long sleeve shirts, long pants, hard-soled shoes and work gloves.

DO stay with your group on the right-of-way and out of traffic.

DO be careful when handling broken glass and other sharp objects. Place these in boxes or in bags to prevent them from puncturing the bag and injuring others.

DO work in small groups, keeping children under 12 years old with adults at all times.

DO have a first aid kit available and make sure everyone knows its location.

DO work only during daylight hours and in fair weather.

DO avoid animals and/or noxious weeds.



ADOPT-A-PLACE GENERAL CLEAN-UP REQUIREMENTS (F)

A Park or Garden

- Routine Tasks
- Litter abatement
- Cleaning park fixtures
- Cleaning sports courts and fields
- Minor trimming
- Weeding
- Planting
- Reporting graffiti and vandalism
- Removing public hazards

- Special Projects**
- Painting, graffiti abatement with chemical strippers
 - Major pruning
 - Major planting projects

A Block or Corner

- Routine Tasks
- Litter abatement
- Cleaning street fixtures
- Cleaning flower baskets
- Cleaning trash along the curbs and sidewalks
- Reporting graffiti and vandalism
- Removing public hazards

- Special Projects**
- Painting, graffiti abatement with chemical stripper

A Gateway

- Routine Tasks
- Litter abatement
- Reporting graffiti and vandalism
- Removing public hazards

- Special Projects**
- Assist in creating improvements for the Gateway



ADOPT-A-PLACE EVENT SUMMARY (G)

This form is used by the Adopt-a-Place Program Coordinator to keep track of program participants and the frequency of projects they are involved in. Please remember to fill out and return a copy of this form after each cleanup.

Name of Organization: _____

Adopted Location (block, street, area, etc.): _____

Collection Event Cleanup Date: _____ Time: _____

Name of Contact Person: _____

Bags collected: Litter (white bags) _____ Recyclables (dark bags) _____

Other items collected: _____

Bags/Trash Pick-Up Location or Disposal Method: _____

Estimated weight collected: Litter) _____ Recyclables) _____

Hours Worked: _____ Number of Volunteers: _____

Supply Inventory

TYPE OF SUPPLY	QUANTITY PROVIDED	QUANTITY USED	QUANTITY USED & HELD FOR FUTURE USE	QUANTITY RETURNED
Trash Bags (Dark)				
Trash Bags (White)				
Safety Vests				
Work Gloves				
Litter-Grabber				

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ADOPT-A-PLACE PREFERRED AREAS (H)

STREET	LIMITS
8th Street	National City Blvd. to Highland Ave.
El Toyon Park	2005 E 4th Street
Highland Ave.	8th Street to 16th Street
Highland Ave.	E 18th Street to 30th Street
Kimball Elementary	302 W 18th Street, National City, CA 91950
Kimball Park	E 12th Street
Morgan Square	National City Blvd.
National City Blvd.	Division Street to 4th Street
National City Blvd.	8th Street to 16th Street
Paradise Creek	Near Paradise Creek Apartments
E. Plaza Blvd.	Harbison Ave.
E. Plaza Blvd.	16th Street connected by Highland Ave. and Palm Ave.
SUHI	2900 Highland Avenue, National City, CA 91950